
Document title: Health and Safety Policy – Students Responsibilities

Document version number: V.1

Office/department responsible: Security Department

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

Policy Statement/Purpose

Coventry University Branch at The Knowledge Hub (CU Branch at TKH) is committed to providing a safe and healthy environment for all students. We will take all reasonable steps to achieve this but the final outcome will also depend on the co-operation of all students in complying with this guidance and with local policies and practices where they exist. A comprehensive Health and Safety briefing will be given to all students as part of their student inductions.

Students through their ‘duty of care’ have a responsibility to take reasonable care of the health and safety of themselves and others by their acts and omissions.

In brief this will mean:-

- 1) As well as looking after themselves, a student must not do anything which may cause injury to someone else i.e. indulging in ‘horseplay’ or misusing equipment.
- 2) Students are expected to report all accidents, incidents, including near misses and other situations they consider to be a health and safety matter to the Safety Office and complete an Incident Form.
- 3) Students shall co-operate with CU Branch at TKH as far as is necessary to enable any duty, statutory requirement etc. to be performed or complied with. This will include complying with instructions given by staff or participating in exercises such as fire drills.
- 4) With regard to fire safety, students must not interfere with fire equipment, deface notices or activate false alarms. These actions could constitute a criminal offence and the Safety Office may or consider prosecution of the culprit. It is the policy of CU Branch at TKH to co-operate with the authorities on matters of fire safety.
- 5) Students must not attempt to gain entry to areas they know to be out of bounds. This will include laboratories and workshops where staff presence is a pre-requisite of student entry. But also included in out of bounds areas are roofs of all campus buildings (except areas open for free access), lift motor rooms, boiler houses, electrical switch gear rooms/substations, and building construction sites. This list is not exhaustive but gives an indication of the type of areas students are prohibited from entering. If in doubt students should seek permission.
- 6) Workshops and laboratories may contain machinery and hazardous substances. Students must not attempt to operate the machinery or use the substances until they have received instruction on the safe methods to be employed and demonstrated competence to their tutor or to the technical staff responsible for the area.

Personal property such as mains voltage electrical tools or specialist materials must not be brought onto campus unless permission has been obtained from the tutor or technician for the area where the equipment/materials are intended to be used.

- 7) Students should dress appropriately for the activities they will be involved in during classes. This is particularly relevant if working in workshops on machinery or in laboratories with chemicals and open flames. Consideration should be given to loose clothing, long hair, suitable footwear etc. Any student considered to be inappropriately dressed will be prohibited from participating in the activity.
- 8) Students are advised that they have a legal duty not to interfere with anything provided for safety purposes. This will include personal protective equipment such as gloves, goggles, ear defenders etc., and also devices on machinery and equipment such as guards, viewing screens, controls etc.
- 9) It is an offence to drop items from windows onto the public highways or CU Branch at TKH gardens and pathways. Where such activity occurs the policy of CU Branch at TKH is to identify the culprit where possible and co-operate with the authorities in their action.
- 10) While on campus, students are responsible for the actions of their official visitors and must ensure the requirements of this guidance are met. In the case of a breach the visitor will be requested to leave and the student could be subject to disciplinary action.

2 Breach of this guidance

Any breach of this guidance is deemed to be a serious offence and thus subject to disciplinary action in accordance with disciplinary procedures as detailed in the students Code of Conduct.

Origination Date: February 2020

Review Date: September 2020

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		